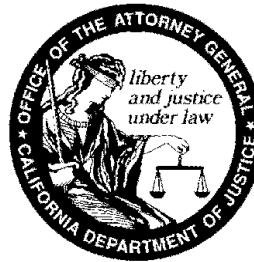


DEPARTMENT OF JUSTICE ADMINISTRATOR I

DEPARTMENTAL OPEN SPOT – SACRAMENTO



State of California
**DEPARTMENT OF
JUSTICE**
P.O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED
NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT
WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IN INCONSISTENT WITH THE LAW
OF THE STATE, THE RULES OF GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE **August 3, 2012**– Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications postmarked **after** the final filing date **will not** be accepted for any reason.

WHO CAN APPLY Persons who meet the minimum qualifications by the final filing date as stated on this bulletin.

HOW TO APPLY All applicants must complete and return the entire examination packet. The examination packet must include the following:

- [State Examination Application \(Form STD 678\)](#)
- [General Instructions/Affirmation](#)
- [Training and Experience Questionnaire](#)

Mailing Address
Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:
Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN
RESOURCES, ONLINE, VIA INTER-AGENCY MAIL OR FAX.**

**SPECIAL TESTING
ARRANGEMENTS** If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Application for Examination." You will be contacted to make specific arrangements.

SALARY RANGE **\$5079 - \$6130**

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

**ELIGIBLE LIST
INFORMATION** A departmental open eligible list will be established for the Department of Justice. The list will be abolished **12 months** after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**REQUIREMENTS FOR
ADMITTANCE TO THE
EXAMINATION** All applicants must meet the experience and/or education requirements for this examination by the final filing date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles.

CONTINUE TO THE NEXT PAGE

**MINIMUM
QUALIFICATIONS**

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to other patterns to meet the total experience requirement.

Either I

One year of experience in the Department of Justice, in a line or staff capacity, performing law enforcement program duties comparable in level of responsibility to those of a Criminal Identification and Intelligence Supervisor.

Or II

EXPERIENCE: Three years of increasingly responsible criminal justice administrative or managerial experience in a law enforcement agency. (Experience in California state service applied toward this requirement must include at least one year in a class comparable in level of responsibility to that of a Criminal Identification and Intelligence Supervisor). (In appraising experience, more weight will be given to the breadth of pertinent experience and the evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of experience). (Possession of a graduate degree in public administration, business administration, police administration, law, political science or related areas may be substituted for one year of the required experience, except no substitution can be made for the one year in California state service in a class with the specified level of responsibility).

AND

EDUCATION: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

NOTE: Applicable experience in State service may qualify under Pattern I or II if duties are related to a law enforcement program and include supervisory duties.

**DEFINITION OF TERMS
IN THE MINIMUM
QUALIFICATIONS**

The words “**comparable in level of responsibility to...**” means the applicant must have State service experience of appropriate type and length in a class at the same level of responsibility as the class specified.

“**Equivalent to graduation from college...**” satisfaction of the requirements for a bachelor's degree from an accredited college. Bachelor's degree, completion of the number of units typical of four full years of college (120 or more semester units or 180 or more quarter units). This means the applicant must show a receipt of a bachelor's degree.

**POSITION
DESCRIPTION**

Employees typically supervise the work of a group of professional and/or technical personnel engaged in a variety of complex law enforcement program areas. Incumbents train and evaluate the performance of staff members. Employees may also work independently on the most complex law enforcement program assignments which demand high-level research and analysis and the ability to act independently and authoritatively to accomplish objectives.

**EXAMINATION
INFORMATION**

The examination will consist of a Training and Experience Questionnaire and is the sole component of the Department of Justice Administrator I examination. To obtain a position on the eligible list a minimum score of 70% must be received.

TRAINING AND EXPERIENCE QUESTIONNAIRE - WEIGHTED 100%

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the Training and Experience Questionnaire process will be on measuring the following competencies:

- Writing
- Oral Communication
- Project Management
- Administrative Tasks
- Supervision/Leadership Skills
- Analytical Skills
- Technology

**ADDITIONAL
REQUIREMENTS**

Under Section 432.7(e) of the Labor Code, persons seeking employment with the Department of Justice may be asked to disclose arrest or detention information regardless of whether or not the arrest or detention resulted in conviction, referral, or participation in diversion programs prior to appointment. Department of Justice regulations may require, as a minimum, pre-employment investigations consisting of fingerprinting; inquiry to local, State, and national files to disclose criminal records; verification of minimum qualifications (i.e., college transcripts); financial status; previous employment background; and personal interviews to determine applicant's suitability for employment.

**VETERANS
PREFERENCE
CREDITS**

Veteran's Preference Credits or Career Credits **will not** be granted in this examination.

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the California Department of Human Resources (www.jobs.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from California Department of Human Resources offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the California Department of Human Resources, 1515 S St, North Building Suite 400, Sacramento.)

If hearing impaired, call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 324-5039



California Department of Justice

Department of Justice Administrator I

Training and Experience Questionnaire

This Training and Experience (T&E) Questionnaire is the examination for the classification of Department Of Justice Administrator I. The results of this examination will determine your placement on the hiring list for the classification should any open positions become available.

The assessment is a self-rating process. In the following pages, you will rate yourself on a series of statements designed to measure how your education, training, and work history has provided you the essential knowledge, skills, and abilities required to successfully perform in the Department Of Justice Administrator I position. Your responses in this questionnaire may be later used as information for follow-up questions during a hiring interview.

The overall assessment consists of 7 sections:

- Writing
- Oral Communication
- Project Management
- Administrative Tasks
- Supervision/Leadership Skills
- Analytical
- Technology

The T&E Questionnaire is the sole component of the Department Of Justice Administrator I examination. All instructions should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your T&E Questionnaire and disqualification from this examination. Please keep a copy of your completed questionnaire for your records.

If you have any questions regarding this questionnaire, please contact:

Testing and Selection Unit
916-324-5039
Tsu@doj.ca.gov

How to take a T&E

What is a T&E?

A Training and Experience Questionnaire (T&E) is a way to measure the previous experience, training, and/or education that a candidate has that is relevant to the job for which the exam is being conducted.

T&Es are typically questionnaires that consist of a series of statements that represent qualities important for successful job performance. You will be asked to rate yourself on the experience, training, and education that you will bring to the job.

How do I rate myself?

Making judgments about your own level of skills or amount of experience can be a difficult task, but there are steps you can take to help increase the accuracy of your ratings.

- To start, pull together some important personal reference materials. You're most likely going to be asked to rate yourself based on your previous work experience. It can be difficult to accurately recall in detail the accomplishments you have achieved in your career. So take a moment to refresh your memory.
 - Pull out your resume and review it. Update it if you need to. Look over your previous positions and the tasks that you performed while in those positions.
 - Review past performance appraisals. These may contain development plans or details of projects that you completed in the past.
 - Look over your transcripts. Remind yourself of the courses that you have taken in your educational path. If there are educational requirements, you may be asked about specific courses that you took while pursuing your education.
 - Make a list of training courses and professional classes that you have taken throughout your career. Note any certifications that you may have achieved. Sometimes you may not have the previous work experience but you may have taken coursework that exposed you to similar knowledge or skills.
 - Read the questions and the response options carefully. Consider all your relevant training and experience.

How do I choose which rating best represents me?

- After you have reviewed some of your personal reference materials you should be in a pretty good position to rate yourself accurately.
 - Be honest. Don't diminish your accomplishments or the amount of time that you have put into your career. As you rate yourself, keep your personal resources next to you and refer to them as needed to refresh your memory.
 - Be truthful. Don't exaggerate what you have done. While it's common to want to present yourself to the best advantage, T&Es are of most use when your ratings are accurate. Rating yourself higher in certain experiences or indicating that you have more training than you do in actuality isn't necessarily going to result in a higher score. Often candidates' responses on the T&E questionnaire are confirmed during the hiring interview. Blatantly falsifying your employment history may lead to disciplinary action and/or removal from the employment list.

Affirmation Page

All applicants **must complete and return the entire** Training and Experience Questionnaire in addition to their Standard State Application by **August 3, 2012** to be considered for this examination process.

The completed Training and Experience Questionnaire, the Standard State Application, and the General Instructions/Affirmation must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Testing & Selection Unit
PO Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing & Selection Unit
1300 I Street, 1st Floor Lobby
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____ Date: _____

Your Name (printed): _____

Contact Information:

Address: _____

City, State, Zip _____

Phone Number: _____

Email address: _____

Writing

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

1. Writing (information bulletins) documents communicating organizational policies or procedures to other organizations or clients.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

Considering your previous work experience and education, how often have you performed the above task?

- A. One or more times per week.
- B. One or more times per month, but less than weekly.
- C. One or more times per quarter, but less than monthly.
- D. One or more times per year, but less than quarterly.
- E. Less than once per year.
- F. Never, but willing to learn.

2. Writing documents detailing specific procedures.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

Considering your previous work experience and education, how often have you performed the above task?

- A. One or more times per week
- B. One or more times per month, but less than weekly.
- C. One or more times per quarter, but less than monthly.
- D. One or more times per year, but less than quarterly.
- E. Less than once per year.
- F. Never, but willing to learn.

3. Writing a memo worded to inform a staff person of inappropriate behavior and begin the process of modifying that behavior.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

Considering your previous work experience and education, how often have you performed the above task?

- A. One or more times per week
- B. One or more times per month, but less than weekly.
- C. One or more times per quarter, but less than monthly.
- D. One or more times per year, but less than quarterly.
- E. Less than once per year.
- F. Never, but willing to learn.

4. Write a memo explaining the expectations of a given position.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

Considering your previous work experience and education, how often have you performed the above task?

- A. One or more times per week
- B. One or more times per month, but less than weekly.
- C. One or more times per quarter, but less than monthly.
- D. One or more times per year, but less than quarterly.
- E. Less than once per year.
- F. Never, but willing to learn.

Oral Communication

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

5. Communicate specific goals and objectives to staff to inform them of the requirements for successful work.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-5 times
- C. 6-10 times
- D. 11+ times

6. Conduct inquiries regarding project status to monitor the progress of ongoing projects.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-5 times
- C. 6-10 times
- D. 11+ times

7. Conduct meetings with staff to disseminate information, make decisions, or generate ideas.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-5 times
- C. 6-10 times
- D. 11+ times

8. Brief executives on a variety of subjects by providing them with information that is concise and accurate.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-5 times
- C. 6-10 times
- D. 11+ times

9. Present policies and other information to organizations and clients.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-5 times
- C. 6-10 times
- D. 11+ times

10. Translate complex technical jargon into concepts easily understood by all individuals.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-5 times
- C. 6-10 times
- D. 11+ times

11. What is your experience giving oral presentations?

One-on-one

How many times have you presented to a group of the above size?

- A. Never but willing to learn
- B. 1-2 times
- C. 3-5 times
- D. 6+ times

To small groups (2-10 people)

How many times have you presented to a group of the above size?

- A. Never but willing to learn
- B. 1-2 times
- C. 3-5 times
- D. 6+ times

To medium sized groups (11-49 people)

How many times have you presented to a group of the above size?

- A. Never but willing to learn
- B. 1-2 times
- C. 3-5 times
- D. 6+ times

To large groups (50 or more people)

How many times have you presented to a group of the above size?

- A. Never but willing to learn
- B. 1-2 times
- C. 3-5 times
- D. 6+ times

12. Create consensus in groups with differing opinions using diplomacy and tact. (Lead members of a group who may disagree with each other to find common ground by directing them to compromise and share resources.)

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-5 times
- C. 6-10 times
- D. 11+ times

Project Management

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

13. Identify stakeholders for specific projects.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-2 times
- C. 3-5 times
- D. 6+ times

14. Organize staff resources including vendor management.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-2 times
- C. 3-5 times
- D. 6+ times

15. Define business requirements (what you're doing, why you're doing it, how it must be done) to ensure that project goals are achieved.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-2 times
- C. 3-5 times
- D. 6+ times

16. Balance the needs of the client with the resources available by ensuring the reasonable commitment of resources.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-2 times
- C. 3-5 times
- D. 6+ times

17. Ascertain management vision by actively listening to executives and asking clarifying questions when necessary.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-2 times
- C. 3-5 times
- D. 6+ times

18. Identify potential risks to the effective operation of the work unit.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-2 times
- C. 3-5 times
- D. 6+ times

19. Monitor the status of projects to ensure that work does not stall.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-2 times
- C. 3-5 times
- D. 6+ times

20. Plan staff workloads to distribute work fairly and efficiently.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-2 times
- C. 3-5 times
- D. 6+ times

21. Create timelines to measure project progress.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-2 times
- C. 3-5 times
- D. 6+ times

Administrative Tasks

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

22. Draft fiscal or budget documents.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

What is the highest level of independence you have been given when performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have observed others performing this task.
- C. I have performed this task with the assistance of my supervisor or co-workers.
- D. I have performed this task by myself without co-worker assistance.

23. Review fiscal or budget documents for accuracy and completeness.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

24. Review staff work for completeness and accuracy.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

25. Interview, hire, train and evaluate performance of immediate subordinates.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

Supervision/Leadership Skills

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

26. Monitor the accuracy of staff work.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it many times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

27. Set goals for staff.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it many times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

28. Implement policies relating to sexual harassment, discrimination, workplace violence, anti-retaliation, and safety issues.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

In your work experience, how frequently have you performed this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. I have performed this task occasionally but it was not a major part of my job(s).
- C. This task was a major part of one or more of my jobs and I performed it many times a week.
- D. This task was a major part of one or more of my jobs and I performed it on a daily basis.

29. Implement Equal Employment Opportunity policies to ensure fair treatment of all staff.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

30. Convince staff to follow department directives and engage in their work.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

Considering your previous work experience and education, in what “context” did you perform the task you identified above?

- A. I performed this work in a government program.
- B. I performed this work in a private sector organization.
- C. I performed this work as a student in an academic setting.
- D. I performed this work in my personal life or at home.
- E. Never, but willing to learn.

31. Gain the confidence of subordinates by supporting their decisions and providing reasonable feedback.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

Considering your previous work experience and education, in what “context” did you perform the task you identified above?

- A. I performed this work in a government program.
- B. I performed this work in a private sector organization.
- C. I performed this work as a student in an academic setting.
- D. I performed this work in my personal life or at home.
- E. Never, but willing to learn

32. Persuade potentially hostile parties to follow management guidelines.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

Considering your previous work experience and education, in what “context” did you perform the task you identified above?

- A. I performed this work in a government program.
- B. I performed this work in a private sector organization.
- C. I performed this work as a student in an academic setting.
- D. I performed this work in my personal life or at home.
- E. Never, but willing to learn

33. Create an environment where staff is encouraged to be proactive in achieving work goals.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

Considering your previous work experience and education, in what “context” did you perform the task you identified above?

- A. I performed this work in a government program.
- B. I performed this work in a private sector organization.
- C. I performed this work as a student in an academic setting.
- D. I performed this work in my personal life or at home.
- E. Never, but willing to learn

34. Empower staff to act independently and make decisions.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

Considering your previous work experience and education, in what “context” did you perform the task you identified above?

- A. I performed this work in a government program.
- B. I performed this work in a private sector organization.
- C. I performed this work as a student in an academic setting.
- D. I performed this work in my personal life or at home.
- E. Never, but willing to learn

35. Delegate work to staff.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-5 times
- C. 6-10 times
- D. 11+ times

36. Seek advice from staff.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-2 times
- C. 3-5 times
- D. 6+ times

37. Give effective feedback to staff.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-2 times
- C. 3-5 times
- D. 6+ times

38. Include staff in the decision making process.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1-2 times
- C. 3-5 times
- D. 6+ times

39. Work as a member of a team.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

Considering your previous work experience and education, in what “context” did you perform the task you identified above?

- A. I performed this work in a government program.
- B. I performed this work in a private sector organization.
- C. I performed this work as a student in an academic setting.
- D. I performed this work in my personal life or at home.
- E. Never, but willing to learn

40. Motivate staff to work cooperatively with coworkers.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

Considering your previous work experience and education, in what “context” did you perform the task you identified above?

- A. I performed this work in a government program.
- B. I performed this work in a private sector organization.
- C. I performed this work as a student in an academic setting.
- D. I performed this work in my personal life or at home.
- E. Never, but willing to learn

Analytical Skills

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

41. Acquire information from a variety of sources.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

42. Review policies for impact to your unit's work and/or compliance with laws or statutes.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

43. Analyze legislation for its impact on your program.

How much previous full-time work experience do you have performing this task?

- A. I have little or no experience performing this task but I would be willing to learn.
- B. Between 1-3 months of experience.
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

44. Develop potential solutions or alternatives to a specific problem or issue.

How much previous full-time experience do you have performing this task?

- A. I have little or no experience with this, but am willing to learn.
- B. Between 1-3 months of experience
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

45. Develop a plan to accomplish a specific objective.

How much previous full-time experience do you have performing this task?

- A. I have little or no experience with this, but am willing to learn.
- B. Between 1-3 months of experience
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

46. Implement a solution to a specific objective.

How much previous full-time experience do you have performing this task?

- A. I have little or no experience with this, but am willing to learn.
- B. Between 1-3 months of experience
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How would you describe your skill level for the task listed above?

- A. I have very little experience performing this task but I would be willing to learn.
- B. I have some experience performing this task but I could benefit from additional training.
- C. I have performed this task frequently and do not require additional training.
- D. This is an area of expertise for me and I could train others in how to perform this task.

Technology

Read each item carefully and select the option that best corresponds with your response. Unless directed to choose more than one option, please only make one response per item.

47. Conduct webinars.

What is your experience with/knowledge of the above information technology resources?

- A. I have little or no experience with this, but am willing to learn.
- B. I have received education/training in this topic but have little applied experience.
- C. I have developed webinars at work.
- D. I have conducted webinars at work.

How many times have you performed the above task?

- A. Never but willing to learn.
- B. 1 time
- C. 2-4 times
- D. 5+ times

48. Conduct video-conferences.

What is your experience with/knowledge of the above information technology resources?

- A. I have little or no experience with this, but am willing to learn.
- B. I have received education/training in this topic but have little applied experience.
- C. I have developed video-conferences at work.
- D. I have conducted video-conferences at work.

How many times have you performed the above task?

- A. Never but willing to learn.
- B. 1 time
- C. 2-4 times
- D. 5+ times

49. Conduct online surveys.

What is your experience with/knowledge of the above information technology resources?

- A. I have little or no experience with this, but am willing to learn.
- B. I have received
- C. Between 4-6 months of experience.
- D. Between 6-9 months of experience.
- E. Between 9-12 months of experience.
- F. More than one year of experience.

How many times have you performed the above task?

- A. Never but willing to learn
- B. 1 time
- C. 2-4 times
- D. 5+ times

THIS CONCLUDES THE TRAINING AND EXPERIENCE QUESTIONNAIRE

**Please submit this document along with any other required documentation
per the instructions on page 3.**